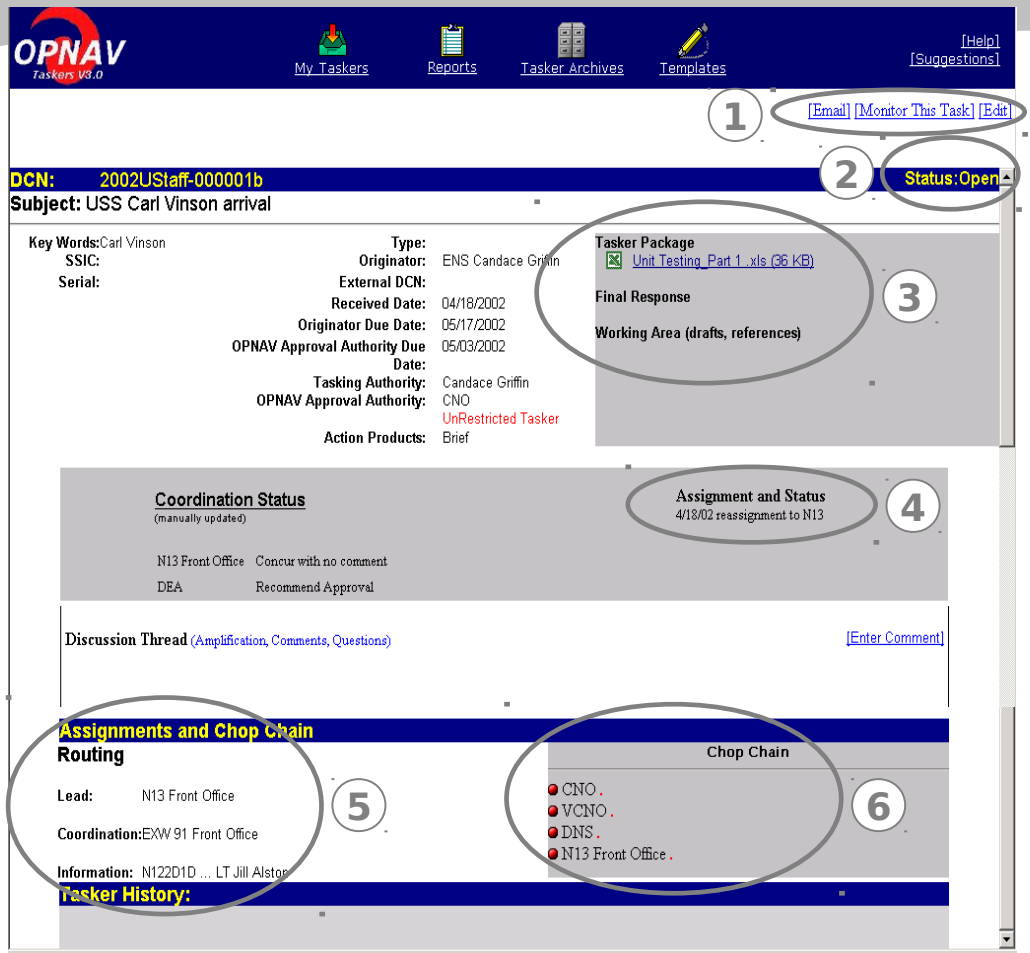
Taskers V3

Tasking, the 21st Century Workforce Way



1. **Action Links:** Links to perform actions, such as Email, Submit, Edit, Monitor/Remove Monitor.
2. **Status Area:** States the status of the Tasker; Open, Overdue, Complete. Also notates if Tasker is Restricted.
3. **Attachments:** Editable attachments. Tasker Package represents the task. Final Response represents the official response to task. Working Area relates to task; are not part of original task nor official response.
4. **Assignment & Status:** Used to provide latest status of Tasker; appears in reports. Does not appear in Tasker History.
5. **Assignments:** Person or group that holds the role of Lead, Coordination, or Information. Receives email notification.
6. **Chop Chain:** Area of a series of check blocks that represent each step of the routing chain, including the "Certified Complete by Tasking Authority." Red = uncompleted, Green = completed. Must be in Tasker Edit mode to mark complete.

UNCLASSIFIED: http://usn.hq.navy.mil/taskers/NXX
CLASSIFIED: http://usn.cno.navy.smil.mil/taskers/NXX

HELP DESK: 800.420.7302
helpdesk@usn.hq.navy.mil

Revision 102003

EVENT	ACTION	RESULT
1.Starting	•Open Internet Explorer, go to HQWeb at http://usn.hq.navy.mil/taskers/NXX (where XX is directorate code) •Or from Directorate home page, click Taskers V3 •Or Click on Link from Email Notification •Enter User ID and Password	•My Taskers Welcome Screen •Or if click on link from Email Notification, directly opens Tasker in View Mode
2. Reading	•Click on Link in “My Inbox” or “My Monitored” in Welcome Screen	•Opens Tasker in View Mode
3. Editing	•To edit Tasker, click [Edit] on top right corner of Tasker •Or click in “My Inbox” •To edit Chop Chain, while in Tasker Edit Mode, click [Edit/Reorder Chop Chain]	•Tasker appears in Edit Mode •Chop Chain edit dialog box appears
4. Attaching	•In Tasker Edit Mode, click Attach Document in Tasker Package, Final Response, or Working Area, as appropriate	•Documents are attached
5. Saving Changes	•Click [Submit] on the top right corner	•Tasker returns to Read Mode and changes are saved
6. Mark Chop Chain Complete (forward to next person on Chop Chain)	•While in Tasker Edit Mode, click in the box next to your Name/Office •Click [Submit] on the top right corner	•Check is entered into box, along with name and date stamp •After clicking [Submit], Green dot appears to show marked complete and email notification is sent to next person or office on Chop Chain
7. Forwarding via Email	•Click on [Email] on top right corner, then choose type of status and link option	•Email is sent as one of the following: –Status & Link to HQWeb User –Status & Link to Assignees –Status & Link to Tasking Authority –Entire Tasker (as a text email message, with documents included as attachments)
8. Reports	•Click on Reports	•List of Directorate Taskers grouped according to the N code that is lead •View by Status and sort by Office or Staff
9. Search	•Enter criteria in search box and click Search •Click on Advance Search	•Finds Taskers only associated with user’s directorate •Advance searches entire Taskers System
10. Return to Welcome Screen (My Inbox & My Monitored)	•Click on My Taskers	•Return to Welcome Screen